

PATENT SPECIFICATION

NO DRAWINGS

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COMPLETE SPECIFICATION

Improvements relating to the Filing of Paper and like Sheets

5 We, MONTFORD ESTATES LIMITED, a British Company of 126, Broad Street, Salford, 6, in the County of Lancaster, do hereby declare the invention, for which we pray that a patent may be granted to us, and the method by which it is to be performed, to be particularly described in and by the following statement:—

10 This invention relates to the filing of paper and like sheets, which expression should be understood to include booklets, magazines, journals, books, folders or jackets and fabric or other samples hereinafter termed "sheets" as a matter of convenience.

15 The chief object of the present invention is to enable such sheets to be positively mounted in a loose-leaf or suspension type of file or filing system, or in a suitable binder, without the necessity of punching or perforating the sheets to receive the rings, posts, rods, claws, wires or cords associated with these devices. The invention is thus particularly advantageous in cases where it is undesirable or inconvenient to pierce the sheets requiring filing, or where, owing to the nature of the material dealt with, the sheets cannot be effectively anchored on direct engagement of the retaining members therewith.

20 A further object of the invention is to allow inspection of the full area of each sheet, which is impossible with sheets conventionally mounted in most types of file or filing system, especially when the latter is approaching its maximum storage capacity.

25 According to the invention, we provide, for use in the filing of paper and like sheets as hereinbefore defined, a plurality of separate stubs each formed as a strip of tough sheet material which is adhesive-coated over the whole of one side and thereafter folded non-centrally so as to leave one edge thereof exposed for adhesive attachment to a single

sheet, the doubled part of the strip being perforated to suit the type of file or filing system employed. This doubled part may be reinforced, if desired, by a textile of other interlay.

30 In one embodiment of the invention, each stub is of a length (say 8 inches) suited to the depth of the sheet to which it is to be attached, and is cut from a strip $1\frac{1}{2}$ inches wide, of paper, card, plastic, fabric or any other suitable material which is coated over its full width with gum or an auto-adhesive substance such as latex.

35 A width of $\frac{1}{8}$ inch at one edge is folded inwards and secured by the adhesive aforesaid to the adjacent part of the strip, this doubled part, which may have its corners rounded-off or cut away, being punched with two or more holes or slots at a distance apart corresponding to the spacing of the rings, posts or other sheet-engaging members of the file or binder to be used. When slots are provided, these may be "T" shaped and open-ended for co-operation with pairs of laterally-resilient arches on the file or binder.

40 The exposed $\frac{1}{8}$ inch width of adhesive on the resultant stub is used to attach the latter to the edge of the sheet to be filed, and the information appearing on such sheet may be identified by writing, printing, or otherwise marking a description or classification code on the projecting part of the stub.

45 As a matter of convenience the stub may be produced by folding any currently available adhesive tape of suitable width in such manner as to leave part of the adhesive surface exposed, and wherein the coating is of an auto-adhesive nature it may be covered initially with a peel-off protective strip.

50 The strip of tape employed may be of laminated or multi-ply material, and the doubled section thereof may contain an inter-

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lay of textile thread, woven fabric or other material (for example, a narrower strip of paper or adhesive tape) which provides additional reinforcement.

- 5 If desired the tape may be of a transparent or semi-transparent nature, so as not to conceal the part of the sheet to which it is attached.

- 10 A plurality of such stubs may be superimposed and temporarily united in pad form by edge-gumming, or alternatively they may be stapled or otherwise fixed together at one edge and an adjacent line of perforations provided in each so that they can be torn away
15 from the pad as required.

- We are aware that it has already been proposed to produce a filing stub from a strip of flexible material which had adhesive applied over the whole of one side and which is folded
20 down the middle, the folded strip having the inner parts of its coated faces stuck together or to a relatively stiff filling strip and perforated for engagement with the securing members of a binder, leaving its adhesive-coated
25 edges free to subsequent attachment to the front and back of the material to be filed.

- In another prior proposal of which we are aware, a filling stub is produced from a paper stub which is pre-coated with gum along one
30 edge and folded non-centrally to leave such edge exposed for attachment to a photo-

graphic print, the doubled part of the strip being pre-formed with registering sets of holes to receive a binding cord and subsequently retained in such condition by means
35 of gum or paste.

WHAT WE CLAIM IS:—

1. For use in the filing of paper and like sheets as hereinbefore defined, a plurality of separate stubs each formed as a strip of
40 tough sheet material which is adhesive-coated over the whole of one side and thereafter folded non-centrally so as to leave one edge thereof exposed for adhesive attachment to
45 a single sheet, the doubled part of the strip being perforated to suit the type of file or filing system employed.

2. A filing stub according to Claim 1, further characterised in that the doubled part of the strip is reinforced by a textile or other
50 interlay.

3. A filing stub according to Claim 1 or Claim 2, and formed from a strip of known adhesive tape, the adhesive surface exposed after folding being covered initially with a
55 peel-off protective strip.

4. Stubs for use in the filing of paper and like sheets substantially as herein described.

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